

**ENGINEERING AND RELATED SERVICES
JUNE 3, 2011**

**CONTRACT NO. 4400001583
RETAINER CONTRACT FOR
SAFETY STUDIES
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. April Renard

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services for statewide safety studies at selected locations throughout the state covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The Consultant shall perform engineering and related services for statewide safety studies at selected locations throughout the State of Louisiana, hereinafter referred to as "state", and in accordance with the terms of this Retainer Contract under the direct supervision of the DOTD Project Manager and the DOTD District Traffic and Operations Engineer, hereinafter referred to as "DTOE", for the District in which the engineering study is being performed. The locations for study may be roadway sections, intersections, or spot locations. The locations for study will be selected and approved by the DOTD District Traffic Engineer and the DOTD Project Manager. The Consultant shall provide the following services as required.

Task 1.0 – Project Management

Project Management will be continuous throughout the project and is described in the three subtasks listed below:

Subtask 1.1 – Initial Meeting and Data Collection

A meeting or conference call with the DTOE will be held at the beginning of the project to discuss each of the selected study locations. The purpose of this meeting is to establish a framework for continued coordination, to develop a mutual understanding of the deliverables, to present a schedule, and to agree on the procedures to follow.

The DTOE will provide crash history run for 3 to 5 years, milepost maps, milepost listings, control section information, Stage 0 checklist forms, and environmental checklist form as needed. The Consultant shall be responsible for retrieving the actual crash reports for all studies. Access will be given to the Consultant through the DOTD Office for State Police crash reports. The Consultant will be required to retrieve parish and city crash reports from the respective agencies.

Subtask 1.2 – Coordination Meetings

The DTOE will be informed weekly (by phone, e-mail, or in person) as to the status of the projects issued under this Retainer Contract. It is the Consultant's responsibility to maintain documentation of the project status and weekly correspondence. At a minimum, a monthly coordination meeting is required with the DTOE at the respective District office to discuss the study locations, and to obtain approval for the proposed scope of work and potential countermeasures for the study location(s). Before the final report or Stage 0 checklist is prepared, it is recommended that a progress meeting between the Consultant, the DTOE, and the Project Manager be held. The purpose of this meeting is to review the data, discuss the alternatives, and to approve the scope of the proposed improvements. Meeting minutes will be recorded by the Consultant for distribution after the meeting.

Subtask 1.3 – Progress Reports

Progress reports will be prepared on a monthly basis and submitted along with invoices to the Project Manager at the monthly coordination meetings as defined in Subtask 1.2. The report will include a discussion of the previous month's progress, problems that were encountered, unresolved issues, anticipated work for the next month, a progress chart, and a record of comments.

Task 2 – Safety Study, Stage 0

The completed study will be presented to the Project Manager and the DTOE for approval of the scope of project.

Subtask 2.1 – Field Inspection & Inventory

Verify and inventory existing site conditions including: existing geometry and alignment, traffic control devices (signs, signals, pavement markings, etc.), lane width and type, shoulder width and type, median width and type, drainage structures, elevated structures, guardrail, utilities, right-of way, significant trees, and any other pertinent information. Prepare a layout of the location on aerial photography including all dimensions and information. Document the locations using digital photos or video recording. Verify any adjacent land use for any Section 4(f) issues, significant trees, and other relevant environmental factors as identified in the DOTD Stage 0 procedures. If the Consultant determines the area of influence extends beyond the limits of study, the Consultant will notify the DTOE and the Project Manager who will then decide whether or not to include the additional study area.

Subtask 2.2 – Data Collection and Analysis

Requirements may vary depending on the location to be studied.

- Analyze sight distance requirements, determine whether minimum sight distance requirements are currently provided, and identify the nature / extent of any obstructions.
- Provide a delay study for peak hours at intersection locations. If a study area includes more than one intersection, a traffic model may be required.
- Twenty-four hour approach counts compiled by the hour, plus peak period (two hours AM, two hours PM) compiled in 15 minute increments are required for intersection, and spot locations. Average Daily Traffic (ADT) counts are required for sections.
- Conduct speed studies. Determine average speed, mode speed, median speed, bottom and top of 10 MPH pace speed, 50th, 85th, and 95th percentile speed, and percent of vehicles in pace range.
- Analyze the crash data to determine the predominant crash pattern(s) and any pertinent time of day or weather distribution.
- Analyze the crash data using the Highway Safety Manual.
- Prepare a collision diagram for intersection locations.
- Based on the data and analysis, prepare a summary of apparent safety issues associated with the location. Determine the appropriate countermeasure for the types of crashes that are occurring.
- Proceed to Subtask 2.3 before performing in additional work.

Subtask 2.3 – Approval of Scope

Submit findings and proposed scope of work to the Project Manager and the DTOE for approval. Upon approval, proceed to Subtask 2.4.

Subtask 2.4 – Deliverables

The Consultant shall prepare and have available 2 hard copies and 2 digital copies of the final report. This will include the Stage 0 Report, Environmental Checklist, and the analysis of the information and documentation listed under Subtask 2.1 and Subtask 2.2. This information shall be in report form documenting the data, analysis procedures, and proposed countermeasures. A design layout, drawn to scale, and a detailed cost estimate for each item of work as defined by the DOTD “Schedule of Pay Items” and “2000 Standard Specifications” are required. The detailed cost estimate shall include the estimated construction costs, utility relocation costs and the right-of-way costs.

An in-office review of the deliverables will be required at the DTOE’s office. The DTOE, District Design Engineer, Headquarters Safety Section personnel, and the consultant shall review the deliverables at the in-office review. A copy of the deliverables shall be provided to each of the attendees a minimum of two weeks prior to the meeting. Any changes that are suggested and agreed upon by all parties will be made at no cost.

Subtask 2.5 – Post Evaluation

The Consultant will conduct studies to determine effectiveness of selected projects. If there is significant improvement in safety performance following project completion, no further action will be recommended. If there is no significant improvement in safety performance, a follow-up safety study may be conducted.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code

10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. Highway Safety Manual

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$1,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principle or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana with a minimum of five years experience in roadway design.
3. The Prime-Consultant must also employ on a full time basis, a minimum of two Registered Professional Civil Engineers registered in the State of Louisiana, one with at least five years experience in roadway design.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a) One Environmental Professional with a minimum of three years experience.
 - b) One Professional Traffic Operations Engineer registered in the State of Louisiana.
 - c) One Professional Civil Engineer registered in the State of Louisiana who has been trained in the use of the Highway Safety Manual, or will be trained in the use of the Highway Safety Manual at the time of contract execution.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;**
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. *

*All respondents will receive a 4 for this category.

**The Road Design Urban (RU) performance rating will be used for this project.

Complexity level (complex)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest – Ex officio
2. April Renard – Project Manager
3. Hadi Shirazi
4. Connie Porter
5. Chad Winchester
6. David Backstedt

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;

- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **Contract No. 4400001583**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, June 21, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.